

Parent/Guardian 1 /Adult Student: _____ Parent/Guardian 2 /Adult Student: _____ Consult Date: _____

Phone: _____ Phone: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Address 1: _____ Address 2: _____

City: _____ Post Code: _____ City: _____ Post Code: _____

Tutoring Occurs Here Billing Address Tutoring Occurs Here Billing Address

How did you hear about us?

Student #1	Student Name:	School:	Area(s) of Tutoring:	Phone:
	Age:	DOB:	Year:	Teacher (s):
Student #2	Student Name:	School:	Area(s) of Tutoring:	Phone:
	Age:	DOB:	Year:	Teacher (s):

Available days to be tutored:

Sun	Mon	Tues	Wed	Thu	Fri	Sat

Student Comments:

TIMES/WEEK LENGTH/SESSION BLOCK OF HOURS RATE/HR SUBTOTAL REG. FEE TOTAL INVESTMENT

_____ x £ _____ = £ _____ + £ _____ = £ _____

Payment Plan (if applicable) £ _____ for _____ consecutive _____ weeks _____ months _____ Date to be charged: _____ of the month

This payment plan of £ _____ each month for _____ consecutive months pre-pays the use of _____ hours maximum per month.

Deposit: £ _____ Balance: £ _____

Method of Payment Cash Cheque Bank transfer Debit Card Credit Card Standing Order

Account Name: AIMATRIX LTD Account # : 04441141 Sort Code: 08-71-99

I am confirming the above information is correct and that I will abide by the Aimatrix Tutors Enrolment Terms of Service out line on page 2 of this enrolment form. If paying by credit card this signature authorizes the above noted charge.

Parent/guardian/Adult Student

Aimatrix Tutors Representative

Printed Name Signature Date Printed Name Signature Date

Enrolment Terms of Service

- 1. THE PARTIES:** This agreement is between the customer (meaning the parent/guardian/adult student) who has signed page 1 of this agreement and Aimatrix Tutors.
- 2. TERM:** The term commences on or about the _____ of _____ and will terminate after _____ hour of service subject to renewal in accordance with paragraph 4. Upon one year of inactivity on your account with Aimatrix Tutors, any outstanding hours that has been funded will be forfeited and your account will be closed.
- 3. NOTICES:** Anywhere in this Customer Enrolment Agreement: "Written notice" means (i) an email notice or (ii) a notice delivered via mail or facsimile to any of the addresses for the customer and for Aimatrix Tutors listed on page 1 of the customer Enrolment Agreement "Notice" means a "written notice" as defined above
- 4. RENEWAL:** The customer and Aimatrix Tutors agree that this Enrolment Agreement must be renewed, extended or otherwise modified, and that the customer credit card must be charged accordingly, by email notice with electronic signature (Customer's name as it appears in the customer Enrolment Agreement, set forth within an email notice and preceded and followed by slashes; for example, /Jackson W. David/). You must have a computer with hardware and software capable of receiving emails, downloading and reading documents (such as Adobe), storing them on your computer. You may request a paper copy of the customer Enrolment Agreement or any renewal, extension or modification at any time for no additional fee, and the customer may revoke this consent at any time by written notice to Aimatrix Tutors.
- 5. APPROVED PAYMENT PLANS (If applicable):** Where post- dated Cheques are not permissible and where the customer selects an approved payment plan the plan will provide for automatic payment with his financial institution and stopping of payment plans once services has been fulfilled.
- 6. GUARDIAN:** A guardian must be present on the premises during each tutoring session with any minor (a minor is any student under the age of {{18}}). A guardian means a person over the age of {{18}}.
- 7. TUTORS:** It is understood that Aimatrix Tutors will do all it can to find a suitable tutor in a reasonable time solely defined by Aimatrix Tutors once deposit has been cleared. Tutors availability varies depending on seasons, subjects and student's availability. All tutors are screened. It is mandated all tutors obtain a valid disclosure and Barring service check (formerly known as CRB disclosure) and provide Aimatrix Tutors with the original documentation. Any concern that a customer has with a tutor must be shared as soon as concern is noted and discussed with Aimatrix Tutors to allow opportunity for resolution.
- 8. TUTOR SOLICITATION:** Aimatrix Tutors is required to write in writing that tutors it has contacted are not allowed to accept employment or referrals from customers. Solicitation of service with an Aimatrix Tutors tutor except through Aimatrix tutors, are strictly prohibited.
- 9. SESSION RESCHEDULING:** The customer must contact Aimatrix Tutors for rescheduling. We require a minimum of 24 hours prior notice for rescheduling a session. One session will be deducted from your account if sufficient notice is not provided. The authority to cancel/reschedule within 24 hours is only allowed by the customer (parent/guardian/adult student).
- 10. NO- SUFFICIENT FUNDS (NSF PAYMENTS):** An NSF payment may result in the termination of this agreement at the sole discretion of Aimatrix Tutors. A replacement payment by cash, certified or cashier cheque or money order plus an NSF fee of {{TWENTY}} pounds (£ {{20}}) by Aimatrix Tutors within five (5) business days after customer receives the NSF notification. Declined credit cards and stopped payments shall be considered as NSF payments.
- 11. TRANSFERABLE SERVICES:** Hours are transferable to alternate tutors for alternate subjects as deemed necessary. Parents, guardian and adult student can reserve hours or place tutoring on hold for alternate courses or transfer them to other family members (living in the same household) as long as 21 days' notice has been given in writing.
- 12. AIMATRIX TUTORS EXCLUSIVE RIGHT TO TERMINATE:** This agreement may be terminated at any time if, in Aimatrix Tutors judgment, the tutoring is being conducted under circumstances not conducive to the student's success. This includes, but is not limited to, abusive, hostile or unsafe environments; Unreasonable expectation placed upon the tutor; and any attempt by the customer to compromise the integrity of the tutor. If Aimatrix Tutors terminate the enrolment, all paid unused hours will be refunded to the client.
- 13. AIMATRIX TUTORS GUARANTEE:** Parents, guardian and adult students may request change of tutors within reasons, as defined by Aimatrix Tutors. Used tutoring hours are not refundable. Within 60 days of enrolment, with written notice, the account can be closed, and the closing balance determined as follows: Total monies received minus values of used hours (re-priced to the hourly rate applicable to the actual number of hours used). Minus a £50 administrative fee. A negative balance is due in full to Aimatrix Tutors at time of cancellation. Aimatrix Tutors will refund any remaining positive balance within 30 days of cancellation. Registration fee is not refundable.
- 14. DATA PROTECTION:** Aimatrix Tutors processes information about the customer and /the person receiving the tutoring services, for the purposes of supplying tutoring services to the subscribed student, for monitoring customer's satisfaction, for compliance with legal, regulatory, and corporate governance obligation and good practice, for marketing and to advise customers of offers and promotions which may be beneficial. Please contact Bernard Aiwuyo (if you will like to correct or request (in accordance with applicable law) information that we hold relating to the customers and / or the student, or for any questions in relation to the above. Aimatrix Tutors may charge a small fee for providing personal data about a customer, as permitted by applicable law.
- 15. REFERRAL REWARD:** Earn a 2 HOURS FREE TUITION for each referral that results in a new enrolment. A minimum of one payment to Aimatrix Tutors must clear to qualify.

I acknowledged that I have read and understand the above terms of service.

Printed Name

Signature

Date